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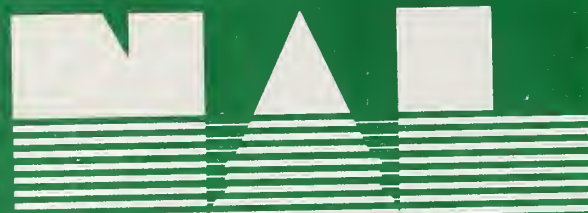
A GUIDE TO UNDERSTANDING

THE UNITED STATES DEPARTMENT OF AGRICULTURE



U.S. DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL

United States
Department of
Agriculture



National Agricultural Library

U.S. Department of Agriculture: How it started and How it works.

Primary Agency of the Department of Agriculture
participated in developing this booklet.

EMPLOYEES' PLACE IN USDA PROGRAM...



Occasionally, there are changes in the organizational structure of the Department. These changes usually do not affect the major programs of the Agencies. Therefore, this pamphlet will continue to be a source of valuable information in understanding and explaining the programs and responsibilities of the Department.

Citizens of the United States elect our President and Members of Congress. Our President, with consent of the Senate, appoints the Secretary of Agriculture. The Department of Agriculture carries out programs required by law. Through these programs, employees working in the Department render services that benefit all Citizens.

Feb. 3
+ 997
1839

AGRICULTURE'S CENTURY OF PROGRESS

1839

FIRST AGRICULTURE APPROPRIATION-\$1000.00

**Agriculture division
established in
Patent Office**



The first funds for Agriculture were appropriated in 1839. Congress appropriated \$1,000 to compile statistics and to collect and distribute seeds.

1849

PATENT OFFICE PLACED IN INTERIOR DEPARTMENT

The Patent Office was transferred to the newly created Department of the Interior in 1849 from the Department of State.



**MAY 15, 1862, THE U.S. DEPARTMENT OF
AGRICULTURE WAS BORN**



**Abraham Lincoln approved
an act creating the U.S.
Department of Agriculture**

**"To acquire and diffuse among
people of the United States
useful information on subjects
connected with Agriculture...."**

In addition to the establishment of the Department of Agriculture in 1862, the passage of the First Morrill Act, July 2, 1862 provided for the donation of public lands to the several States and Territories for the endowment, support, and maintenance of Colleges of Agriculture and Mechanic Arts.

COMMISSIONERS OF AGRICULTURE

Issac Newton	1862-1867
John W. Stokes	1867-1867
Horace Capron	1867-1871
Frederick Watts	1871-1877
William G. LeDuc	1877-1881
George B. Loring	1881-1885
Norman J. Colman	1885-1889



Between 1862 and 1889 there were seven Commissioners of Agriculture. On February 9, 1889, a bill enacted by the 50th Congress raised the Head of the Department of Agriculture to Cabinet rank -- Secretary of Agriculture.

SECRETARIES OF AGRICULTURE

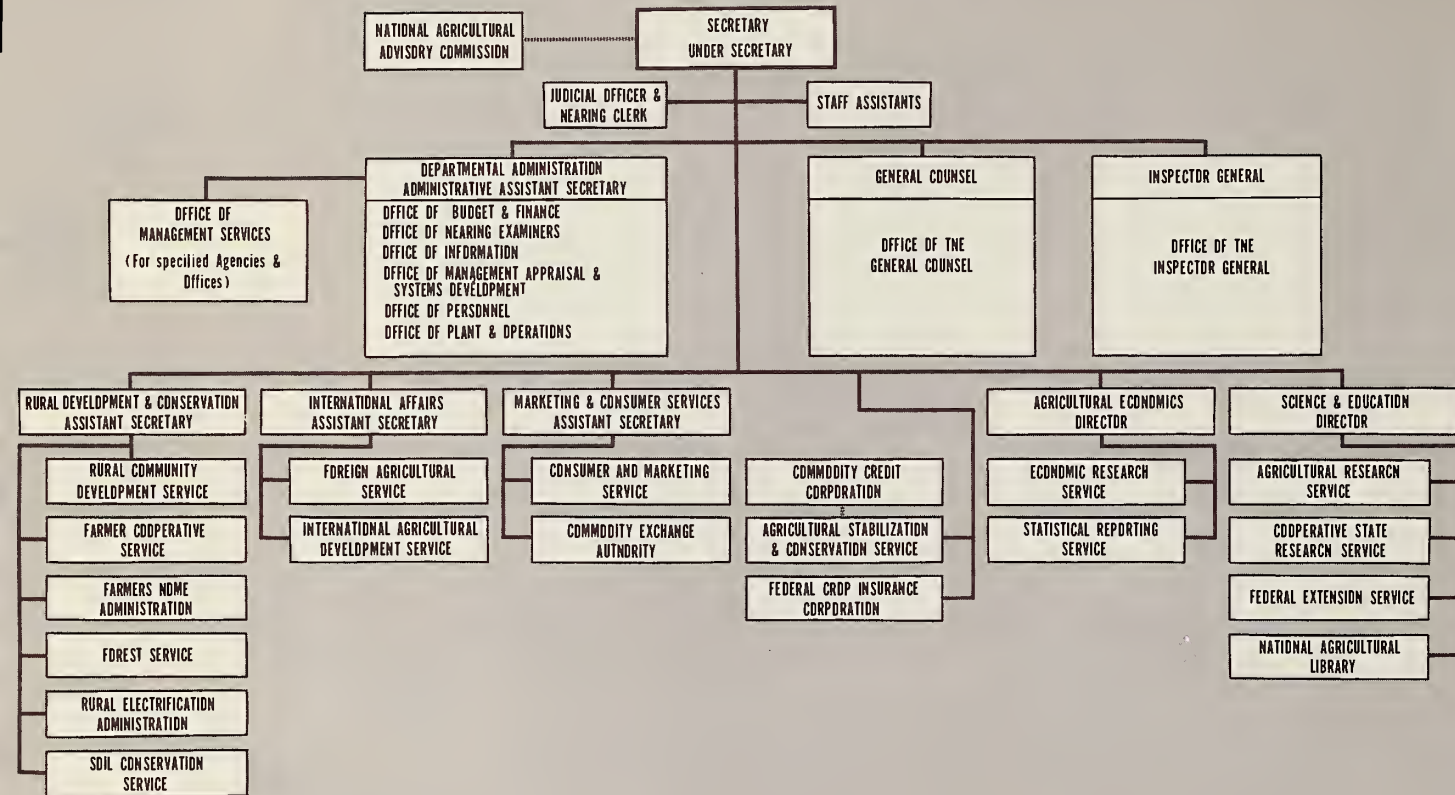
Norman J. Colman	1889	Henry A. Wallace	1933 - 40
Jeremiah McL. Rusk	1889 - 93	Claude R. Wickard	1940 - 45
J. Sterling Morton	1893 - 97	Clinton P. Anderson	1945 - 48
James Wilson	1897 - 1913	Charles F. Brannan	1948 - 53
David F. Houston	1913 - 20	Ezra Taft Benson	1953 - 61
Edwin T. Meredith	1920 - 21	Orville L. Freeman	1961
Henry C. Wallace	1921 - 24		
Howard M. Gore	1924 - 25		
William M. Jardine	1925 - 29		
Arthur M. Hyde	1929 - 33		



Norman J. Colman was the first Secretary of Agriculture. The Secretary of Agriculture with the longest term was James Wilson who served 16 years. In fact, this is the longest period served by a Secretary of any Government Department.

It is interesting to note that father and son have served as Secretary of Agriculture. These were Henry C. Wallace and Henry A. Wallace.

UNITED STATES DEPARTMENT OF AGRICULTURE



The Department of Agriculture is organized into various Services and Agencies. Agencies having related activities are arranged organizationally as follows: Rural Development and Conservation, International Affairs, Marketing and

Consumer Services, Agricultural Economics, Science and Education, Departmental Administration, Office of the General Counsel, and the Office of the Inspector General.

RURAL COMMUNITY DEVELOPMENT SERVICE



**General stimulation and coordination
of Federal activities to assist people
in rural communities to achieve per-
manent economic improvement**



The development of rural communities, in addition to improvement of agricultural resources, encompasses activities to develop new jobs for rural people in rural industry, to provide public facilities, create recreation enterprises, promote training and retraining, in order to help eliminate poverty in rural areas.

The Rural Community Development Service works with local groups to help them to utilize the various programs of the Department of Agriculture and other Federal and State agencies in stimulating and promoting the development of human and natural resources in the nation's rural areas.

FARMER COOPERATIVE SERVICE

Helps farmers build and operate self-help business organizations through:

RESEARCH

To determine how farmer cooperatives can be organized and operated most effectively

EDUCATION

To further knowledge in cooperative principles and practices

ADVISORY SERVICE

To help solve specific problems of cooperatives

The Farmer Cooperative Service assists farmers, through their cooperatives, to increase marketing returns and savings from joint purchasing of farm supplies and services, and to improve bargaining power. FCS research and service provides basic information on organization and operating problems for cooperatives. Through conferences, meetings

and publications, the Service widens the understanding of sound cooperative principles and techniques. Much of the work of FCS is conducted in cooperation with Land-Grant Colleges, Federal and State Extension Services, State Departments of Agriculture, Banks for Cooperatives, and other Federal and State agencies.

FARMERS HOME ADMINISTRATION

Provides credit and management aid

Farmers Home Administration through supervised credit helps family farmers make needed adjustments in their operations, buy, operate and develop family farms, continue operations in time of natural disasters like floods, droughts and blizzards.



Loans are made :

- To strengthen family farms
- To develop rural communities
- To fight rural poverty

SUPPLEMENTS BUT DOES NOT COMPETE WITH CREDIT FROM OTHER LENDERS

In addition, Farmers Home Administration through supervised credit helps farmers and other rural families build and repair homes, develop rural community water systems, carry out rural renewal projects, develop housing adapted to the needs of the elderly, develop housing for farm laborers, develop recreation areas. Special credit

accompanied by technical management assistance is provided to low-income farm and rural families to help these families increase their incomes and raise their level of living. Credit is also available to cooperatives serving and mainly composed of low-income rural families.

FOREST SERVICE

Manages 186 million acres in the
National Forest System for Multiple use

Conducts research in forest, range,
watershed and recreation management
and in forest products utilization

Cooperates with the states and
private land owners in the develop-
ment and wise use of forest lands



National Forests are managed for the permanent good of the American people. National Forests provide timber, water, forage, wildlife, minerals, and outdoor recreation including wilderness areas. Research is carried on continuously in the Forest Service to discover new information about wild lands and new and better uses for forest products. New dis-

coveries are used to continually improve the management of wild lands and use of their resources both in and out of Government. Working in cooperation with State forestry agencies and private landowners, the Forest Service helps provide technical assistance in the protection and management of privately owned forest lands.

RURAL ELECTRIFICATION ADMINISTRATION

Helps rural people obtain electric and telephone services by making long-term loans to:

Farmer-owned cooperatives and other power suppliers to build rural electric systems, and to finance consumer purchases of wiring, plumbing, and electrical equipment

Independent companies and cooperatives to extend and improve rural telephone service



The Rural Electrification Administration helps farm families and other rural people obtain electricity and telephones by making loans to qualified enterprises providing these services. The Rural Electrification Act of 1936 as amended authorizes REA to make 35-year loans at an annual interest of 2 percent and to provide technical assistance.

There are close to 1,000 rural electric cooperatives, public power districts, electric companies, and other borrowers of REA funds. Loans total more than \$5 billion to serve about

6 million consumers. Most of these borrowers are nonprofit cooperatives owned and operated by the consumers themselves. Electric borrowers already have paid back about \$1.4 billion on the principal of their REA loans and nearly \$700 million in interest.

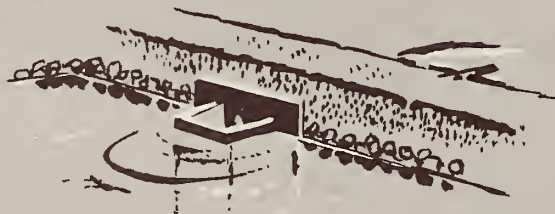
Nearly 850 independent telephone companies and cooperatives have borrowed more than \$1 billion to provide modern dial telephone service to 2 million subscribers.

SOIL CONSERVATION SERVICE

Administers programs to conserve soil and water resources through:



- Technical assistance to farmers, ranchers and other land owners and operators in soil conservation districts
- Technical and financial assistance for watershed protection and flood prevention
- Long term technical and financial assistance with soil and water conservation practices in the Great Plains
- The national cooperative soil survey
- Snow survey and water supply forecasting in the western states
- Resource conservation and development projects to increase economic opportunities



The Soil Conservation Service is the technical soil and water conservation agency of the Department of Agriculture. It provides technical leadership and assistance in programs to develop, protect, and improve soil, water, and wildlife

resources to assure an efficient agriculture. The Agency also gives technical assistance in establishing outdoor recreation on non-Federal lands.

FOREIGN AGRICULTURAL SERVICE

Administers programs relating to foreign agriculture and represents the Department and U.S. agriculture abroad



- 1 Helps develop foreign markets for U.S. farm products**
- 2 Develops sales, and pricing policies and programs for foreign sale of CCC-owned farm commodities**
- 3 Barters surplus agricultural commodities for needed materials, goods and services**
- 4 Coordinates USDA positions on U.S. foreign economic and trade policy**
- 5 Maintains World-wide Agricultural Intelligence and Reporting Service**
- 6 Provides USDA participation in international trade fairs**

The Foreign Agricultural Service helps expand U.S. agricultural exports, and through a worldwide agricultural attache reporting system keeps American agriculture continuously informed of foreign developments affecting it.

One of the Service's major responsibilities is to work for lowering of barriers, in form of tariffs, quarantines and other restrictions, raised by foreign countries against American agricultural commodities. FAS administers the major portions

of Public Law 480 -- the Food for Peace program -- under which the United States shares its agricultural abundance with other countries. It also develops export sales and pricing and policies governing CCC - owned commodities, and administers the program under which U.S. agricultural products are bartered for materials produced abroad and needed in the United States.

INTERNATIONAL AGRICULTURAL DEVELOPMENT SERVICE

Administers programs relating to international agricultural development:



- 1 Provides for USDA participation in formulation of country plans for technical assistance and development**
- 2 Arranges for participation in agricultural technical assistance and development programs abroad**
- 3 Plans and coordinates agricultural training in U.S. of foreign nationals**
- 4 Represents USDA with AID, FAO, OAS, land-grant institutions, farm organizations and others on related programs**

The International Agricultural Development Service is responsible for general administration and coordination of the Department's responsibilities and activities in foreign assist-

ance and training programs, and in developing and maintaining effective relationships with international and U.S. organizations in planning and carrying out such programs.

CONSUMER AND MARKETING SERVICE

Administers Programs to advance orderly and efficient marketing, consumer protection, and wider distribution of the nation's farm output through :

CONSUMER PROTECTION

Meat and Poultry Inspection for wholesomeness and other consumer protection programs

CONSUMER FOOD PROGRAMS

School Lunch
Special Milk
Plentiful Foods
Commodity Distribution
Food Stamp

MARKETING SERVICES

Grading
Inspection
Market Information
Standardization

REGULATORY FUNCTIONS

Orderly Marketing
Fair Trading
Practices



Agricultural marketing is a big, complex business that requires the labor and skills of more than 10 million people in the United States. Retail value of farm products marketed in this country exceeds \$100 billion a year. The Consumer and

Marketing Service works with State and local governments and industry to improve the marketing and distribution of these products for the benefit of all citizens of the nation.

COMMODITY EXCHANGE AUTHORITY

Regulates & supervises futures trading on commodity exchanges

To

- Suppress price manipulation
- Prevent cheating and fraud
- Maintain fair trading practices
- Protect traders' funds
- Provide market information to the public



The Commodity Exchange Authority administers the Commodity Exchange Act of September 21, 1922, as amended, which provides regulation of trading and pricing on designated commodity exchanges. The functions of the Commodity Exchange Authority are designed to: (1) prevent price manipulation and corners affecting agricultural commodities under the act; (2) prevent dissemination of false and misleading crop and market information affecting prices; (3) protect

hedgers and other users of the commodity futures markets against cheating, fraud, and manipulative practices; (4) insure the benefits of membership privileges on contract markets to cooperative associations of producers; (5) insure trust-fund treatment of margin moneys and equities of hedgers and other traders and prevent the misuse of such funds by brokers; and (6) provide information to the public regarding trading operations on contract markets.



AGRICULTURAL STABILIZATION & CONSERVATION SERVICE

Administers:

1 To stabilize the nation's agricultural economy-

- Price support loans & purchases
- Crop & income stabilization

2 To conserve the nation's farm resources-

- Agricultural conservation programs
- Land retirement programs

3 To protect the nation's food & feed reserves-

- Commodity storage programs
- Inventory management program

4 To aid in the nation's defense-

- Defense & defense mobilization activities as assigned

The Agricultural Stabilization and Conservation Service has 4 commodity offices, 50 State offices, and 2,945 county offices. It makes price support loans and purchase agreements with farmers, and manages stocks of grains and other commodities acquired in these operations. It also administers the

agricultural conservation program and production adjustment programs for designated commodities. Personnel and facilities of ASCS are utilized in the administration of Commodity Credit Corporation programs.

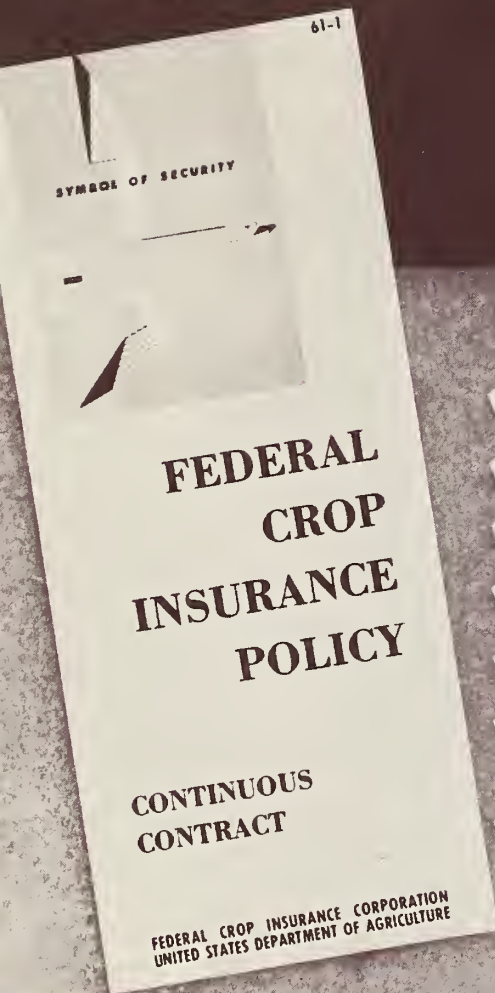
FEDERAL CROP INSURANCE CORPORATION

Expanding and improving
"all risk" investment protection
for America's Farmers against...

Crop loss from...

- | | |
|----------------------|-------------|
| ✓ DROUGHT | ✓ HAIL |
| ✓ EXCESSIVE MOISTURE | ✓ WIND |
| ✓ PLANT DISEASE | ✓ FIRE |
| ✓ INSECTS | ✓ FREEZE |
| ✓ FROST | ✓ HURRICANE |
| ✓ FLOOD | ✓ WILDLIFE |

...and any other unavoidable cause
of loss due to weather



Federal Crop Insurance, the only widespread all-risk crop investment protection available to farmers, is a voluntary program offered on an individual basis on most basic crops (including wheat, corn, cotton, tobacco and citrus) in over 1200 counties in 36 States. Expansion is limited to 150 additional

counties and three new crops a year. Insuring crops against all natural hazards over which farmers have no control, Federal Crop Insurance helps to maintain a stable rural economy by spreading the impact of crop loss and damage over a period of many years.

ECONOMIC RESEARCH SERVICE

Administers research programs in relation to:




Agricultural economics and outlook

Marketing analysis and development



Production economics

Foreign agricultural economics development
and foreign trade policy



World conditions and developments
affecting world food balance and foreign
markets for U.S. farm products



Agricultural history

The results of the research programs administered by the Economic Research Service are widely disseminated and are relied upon by: producers; dealers; importers and exporters

in planning the most profitable adjustment in their operations; administrators in formulating and executing agricultural programs; and Congress in considering agricultural legislation.

STATISTICAL REPORTING SERVICE

Functions as primary data collection agency for
Agriculture



Programs include:

- National and state forecasts and estimates on food and agriculture
- Research in statistical methodology
- Clearance, coordination and improvement of statistics in USDA
- Special surveys relating to the marketing of agricultural products
- Providing consulting, survey and EDP services

The Statistical Reporting Service provides the basic facts needed by growers, dealers, handlers, processors, and all others concerned with the food and fiber industries. These facts are valuable for such industries in planning and carrying out programs for orderly production, processing, and dis-

tribution of farm products. The results of the Service's programs, particularly the crop and livestock estimates programs, are widely used and are necessary in establishing agricultural policy at the local, State, and National levels.

AGRICULTURAL RESEARCH SERVICE



- **Conducts research on the production and marketing of Agricultural products**
- **Performs Nutrition and Consumer Use Research and research on the industrial use of farm commodities**
- **Carries out Federal programs to control and eradicate plant and animal diseases and pests**
- **Administers research programs in foreign countries under provisions of PL 480**

The Agricultural Research Service conducts fundamental, applied, and developmental research in the production, marketing, and utilization of agricultural products. It also administers control and regulatory programs closely related to this research. These programs include enforcement of plant and animal quarantines, and control and eradication of diseases and insect pests of animals and plants. The agency's

work is carried on at Headquarters in Washington, D.C., Hyattsville, Md. and at the nearby Agricultural Research Center in Beltsville, Md., and at more than 500 other locations. Most of the work is performed cooperatively with State agricultural experiment stations, State Departments of Agriculture, and other organizations.

COOPERATIVE STATE RESEARCH SERVICE



Administers the program of research grants to State experiment stations and certified schools of forestry

- 1 Reviews and approves the Federal-Grant research program**
- 2 Gives leadership in coordinating research--between Stations**
- 3 Participates in coordinating research--between Stations and USDA**
- 4 Provides technical assistance to Stations in the planning of cooperative regional research**

The Cooperative State Research Service represents the Secretary of Agriculture in administering the Federal-grant program for scientific research conducted at State agricultural experiment stations and eligible forestry schools in the 50 States and the Commonwealth of Puerto Rico. The

Service also participates in planning and coordinating research initiated under the Hatch Act and research cooperation between States and between the States and the U.S. Department of Agriculture.

FEDERAL EXTENSION SERVICE IN COOPERATION WITH STATE EXTENSION SERVICES

Serves as the EDUCATIONAL ARM of the Department

County agricultural, home, and 4-H agents; and state and area specialists HELP LOCAL PEOPLE:



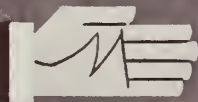
Learn about and use research results



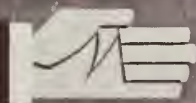
Organize for community action



Identify area needs and alternatives



Get the needed facts, and



plan self-help programs

The Department's research results and other information are useful only when understood and used by the local people who need it. This is an educational job that is done by the staff of the Federal Extension Service through the State Extension Services at each Land-Grant College.

The Federal, State, and county governments jointly employ county agricultural, home demonstration, and 4-H agents who help the people learn about research results, identify their problems, and plan and carry out their own individual and community self-help programs.

NATIONAL AGRICULTURAL LIBRARY

**Acquires, preserves, and makes available
information concerning agriculture**



TECHNICAL SERVICES

**Acquires, classifies, catalogs, and
maintains records of collection**

PUBLIC SERVICES

**Performs reference, loan, photoprint,
and microfilm services and compiles
special bibliographies**

FIELD & SPECIAL SERVICES

**Issues bibliography of agriculture and
coordinates field library activities**

PROGRAM COORDINATION SERVICES

**Coordinates Department scientific and
technical information activities**

The National Agricultural Library provides services to agricultural colleges and universities, research institutions, Government agencies, agricultural associations, industry, individual scientists, farmers and the general public. The National Agricultural Library has over 1,230,000 volumes. Next to the Library of Congress, it is the largest U. S. Government library in existence. It is the largest agricultural

library in the United States, covering the field of agriculture in the broadest sense.

Publications are received regularly from more than 150 countries, printed in approximately 50 different languages. Services and information are available both in the United States and abroad.

OFFICE OF THE GENERAL COUNSEL . . .

Provides all legal services for department programs



- 1 Proposed regulations and programs**
- 2 Contracts, titles, conveyances, patents and claims**
- 3 Administrative rule making and adjudication**
- 4 Counsel for CCC and FCIC**
- 5 Opinions and litigation**

Attorneys are the legal advisers to the administrators of Department programs. They render the legal services required to formulate and conduct Department programs and help insure maximum public benefits from laws enacted by Congress. These services involve legal problems in almost every field of law.

OFFICE OF THE INSPECTOR GENERAL

**Directs, Controls and Coordinates all Internal Audit
and Investigation Activities of the Department**



• **EXAMINES**

• **APPRAISES**

• **RECOMMENDS
IMPROVEMENTS**

• **INVESTIGATES**

USDA

Operations

Programs

Policies

**Indications of
Irregularities**

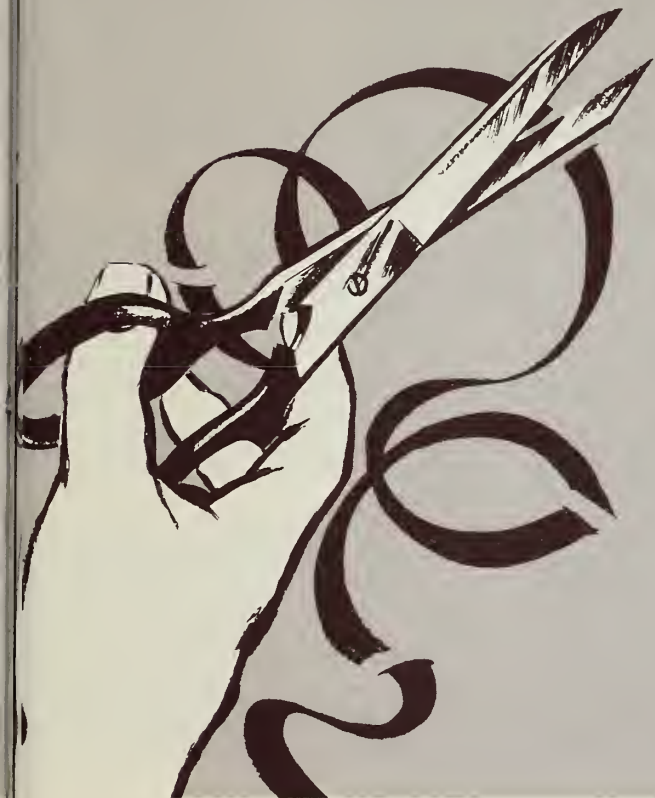
The Office of the Inspector General is responsible for all internal audit and investigation work in the Department. Its mission is to assure that existing laws, policies and programs are effectively complied with at every level of administration; to conduct thorough investigations of any indicated irregularities; and to insure prompt and appropriate corrective action. The OIG, through reviews, appraisals and recommendations, services and assists man-

agement in achieving efficient and economical administration of operations.

This work is carried out through a Headquarters office in Washington, D. C., and seven Regional Offices located at: New York, New York; Washington, D.C.; Atlanta, Georgia; Chicago, Illinois; San Francisco, California; Kansas City, Missouri; and Temple, Texas.

OFFICE OF MANAGEMENT SERVICES

Provides Consolidated Management Support Services on a Multi-Agency Basis Consisting of the Following and Related Services:



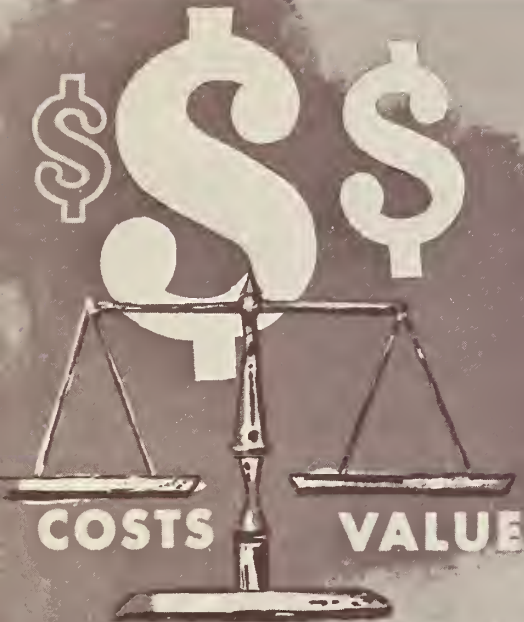
- a. Planning, Development, and Overall Direction of Management Programs**
- b. Budget Development and Financial Management**
- c. Information and Publications**
- d. Personnel Management and Organizational Analysis**
- e. Procurement and Property Management, Records Management, Space, and Communications**

The Office of Management Services, established by the Secretary on February 1, 1963, exemplifies the Department's continuing interest and vigorous effort in improving overall management effectiveness and in achieving maximum efficiency and economy in management operations. This office provides management support services, through the consolidation of management support activities, to the Office of the Secretary, Office of Budget and Finance, Office of General Counsel, Office of Hearing Examiners,

Office of Information, Office of the Inspector General, Office of Management Appraisal and Systems Development, Office of Personnel, Office of Plant and Operations, Rural Community Development Service, National Agricultural Library, Commodity Exchange Authority, Cooperative State Research Service, Economic Research Service, Staff Economists Group, Statistical Reporting Service, Farmer Cooperative Service, and the Office of Management Services.

OFFICE OF BUDGET AND FINANCE

**Directs, coordinates, and provides leadership in,
financial management of the Department:**



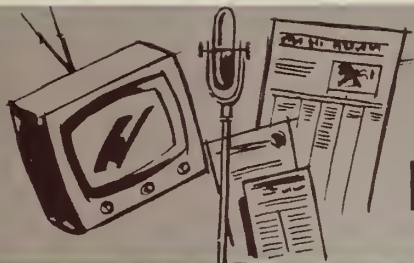
- **Budgetary administration**
- **Program analysis**
- **Accounting policies and systems**
- **Financial reporting**
- **Legislative reporting**

The Office of Budget and Finance provides general policy direction, review, evaluation, and coordination of all budget, financial, and related management activities of the Department. The Office represents the Department in contacts with

the Budget Bureau, General Accounting Office, Treasury Department, Congressional Committees on Appropriations, and others concerned with these activities.

OFFICE OF INFORMATION

Develops, plans, and executes the department's information policies and programs



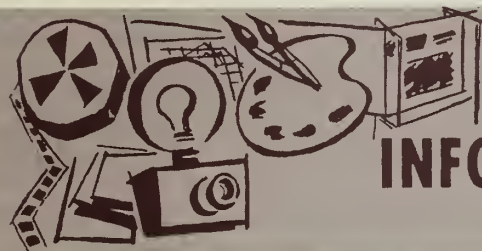
CURRENT INFORMATION

Press
Radio
TV
Special reports



PUBLICATIONS

Clearance
Printing
Distribution



VISUAL INFORMATION

Motion pictures
Art and graphics
Photography
Exhibits

The Office of Information coordinates all information work of the Department. The Office serves as a point of policy review and as a channel for all official USDA information. It also produces certain information, especially in the

visual field. Food, fiber, shelter -- all are essential to every American. Thus, the USDA serves the general public, as well as 3.5 million farm families, with information about agricultural research and regulatory and service programs.

OFFICE OF MANAGEMENT APPRAISALS AND SYSTEMS DEVELOPMENT...



**Provides leadership to department's
program for management improvement
Responsible for general direction,
coordination and technical guidance on:**

- **Management appraisals**
- **Operations research**
- **Systems engineering**
- **Automatic data processing**

**Directs development and operation
of MODE system**

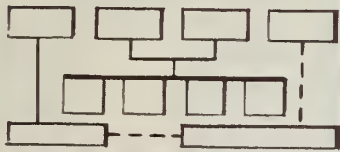
The Office of Management Appraisal and Systems Development was established on December 8, 1961, as a direct result of the Secretary's concern over rising costs of administrative and operating activities in carrying out agricultural programs. Among its responsibilities, this Office appraises

operating procedures, directs task force studies, and provides technical guidance and assistance to agency officials in planning and developing management policies, programs, and systems to achieve maximum effectiveness and economies throughout the Department.

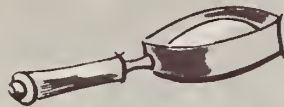
OFFICE OF PERSONNEL

PLANS AND DIRECTS THE PERSONNEL PROGRAMS OF THE USDA

ORGANIZATIONAL PLANNING



SECURITY AND EMPLOYEE CONDUCT



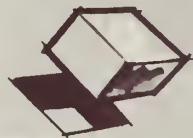
PERSONNEL POLICIES AND PROCEDURES



POSITION CLASSIFICATION AND PAY PLANNING



EXAMINATION AND EMPLOYMENT PLANNING



EMPLOYEE DEVELOPMENT



INCENTIVE AWARDS HEALTH, SAFETY EMPLOYEE WELFARE



PERSONNEL RESEARCH



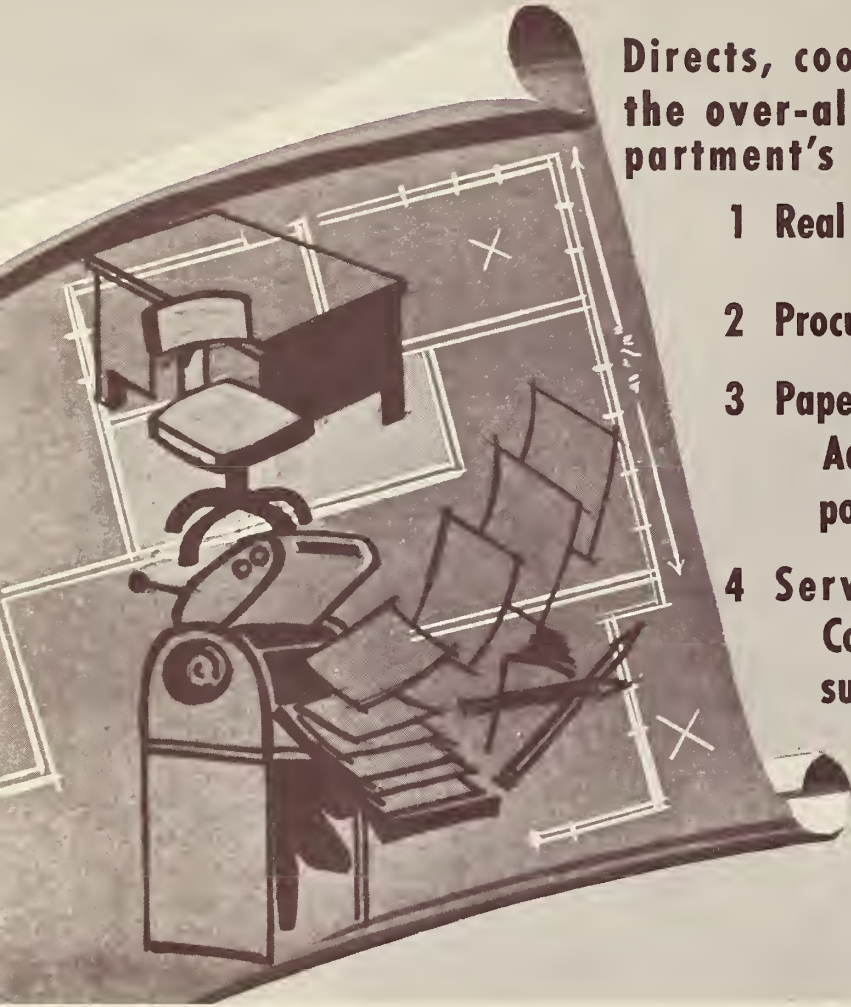
The Department of Agriculture has more than 90,000 employees stationed at approximately 10,000 locations throughout the world. The Office of Personnel provides general direction and leadership for the personnel policies and practices affecting employees during their period of service with the Department. This includes organizational planning, per-

sonnel research, position classification and pay, examinations, employment, hours of work, employee development, performance, incentive programs, leave, social security, insurance, unemployment compensation; employee health and safety, discipline and security, employee relations, services, welfare, and retirement.

OFFICE OF PLANT AND OPERATIONS...

**Directs, coordinates, and supervises
the over-all management of the de-
partment's operating services:**

- 1 Real estate and space management**
- 2 Procurement and property management**
- 3 Paperwork management**
Administrative issuances corres-
pondence forms records reports
- 4 Service operations**
Communications reproduction
supplies



The Office of Plant and Operations is responsible for assuring efficient management of 23,000 buildings and over 186 million acres of Departmental real estate, 30,000 vehicles in the Department's motor vehicle fleet supply distribution, and contractual activities with annual expenditures

over \$300 million for equipment and supplies, construction, research, and services. In addition, the Office of Plant and Operations provides space, central supply, reproduction and communications facilities to employees stationed at the National Headquarters.



THE GRADUATE SCHOOL

United States Department of Agriculture

- Provides opportunity for Federal employees to continue their education in evening courses during fall, spring and summer.
- Correspondence courses offered to field employees.
- Enrollment open to high school or college graduates.
- Credits accepted by the Civil Service Commission for examination and qualification purposes.
- For further information see your Personnel officer.

The Graduate School is a unique institution of learning. It does not grant degrees. It receives no Federal funds, although the Department of Agriculture and other Government agencies provide office space and classrooms. Its faculty

and committees are drawn largely from scholars in the Federal service. It offers, at nominal fees, a wide variety of courses planned for Federal employees.

* NATIONAL AGRICULTURAL LIBRARY



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Handwritten signature or mark in blue ink.

Agencies of the Department may wish to make duplicates of the set of color slides on "A Guide to Understanding the U. S. Department of Agriculture" which is retained by the Office of Personnel.



SOME SUGGESTED USES FOR THIS BOOKLET

1. To Orient New Employees and to Reorient Present Employees.
2. In Seminars in Executive Development and Other Training Sessions.
3. To Explain the Work of the Department to International Visitors.
4. To Inform Visiting High School, College, and Civic Groups about the Work of the Department.
5. By Representatives of the Department during "Career Days" at Colleges, Universities, and High Schools.
6. During Meetings with Government, Civic and Church Groups.